



PETITION

TO: CITY OF SAN ANTONIO

DATE: _____

- ☐ Close, Vacate and Abandon (CVA) of Public Right of Way
☐ Permits for Minor Encroachment onto Public Right of Way

- ☐ Purchase of Surplus Property
☐ Other: _____

OWNER/PETITIONER INFORMATION:

Name: _____ (as shown on Deed)
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: (____) _____ Fax: (____) _____ Email Address: _____
Deed Document #: _____ Book: _____ Volume: _____ Page Number: _____

NOTE: Attach deed of property with application. (If LLC, LTD, or CORPORATION, include Resolution of Corporate Authority documenting who is authorized to sign on behalf of the company.)

OWNER'S REPRESENTATIVE INFORMATION:

Name: _____ Firm Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____ Phone: (____) _____
Fax: (____) _____ Email Address: _____

PROPERTY DESCRIPTION:

Property Address: _____
Appraisal District Property PID #: _____
NCB: _____ Block: _____ Lot: _____ CB: _____
Plat Book: _____ Volume: _____ Page Number: _____ Document Number: _____

SITE DEVELOPMENT PLANS:

Project Development Name: _____
Fee Wavier Program #, if applicable: _____ Fee Wavier Memo Attached: _____ Yes _____ No
<https://www.sanantonio.gov/CCDO/IncentivesandPrograms/COSAFeeWaivers>
Planned Use: _____

NOTE: Attach development plans, site plans, conception drawings, profile/elevation views.

NOTE: If utilizing the Fee Wavier Program, a CCDO Fee Wavier Program Memo is **required** and must be submitted to PWD Real Estate. Please contact Pete Alanis at (210)207-3908 for further details.



PETITION

TYPE OF VACATION (CVA), if applicable:

Type of Vacation: Alley: _____; ROW: _____; Street: _____ Improved: _____ Yes _____ No

Name of Alley/ROW/Street: _____

Purpose of vacation: _____

NOTE: All abutting property owners must sign consent.

NOTE: Include location map, plat, and survey.

TYPE OF ENCROACHMENT, if applicable:

Encroachment Type: _____ Aerial _____ Sub-surface _____ Surface

Description of encroachment to be placed on Public Property: _____

Current encroachment prior to application: _____ Yes _____ No

NOTE: INELIGIBLE items for permits: Obstruction to public passage, hazardous condition to vehicular, pedestrian, utility facilities, and/or other uses (e.g. drainage) of Public Right of Ways.

NOTE: Metes and bounds survey of area will be required.

NOTE: Permits are for a period of 10 years and may be renewed or revoked at any time should it be determined that use interferes with City's use of the Right of Way.

The undersigned property owner understands: **1)** This application will be handled in accordance with standard City policies and procedures. **2)** No action will be taken without (a) payment of the nonrefundable processing fee, or (b) necessary documentation. **3)** The application and fee in no way obligate the City to vacate the subject area. **4)** All documents related to this transaction and a certified check for the appraised value must be delivered to the City of San Antonio prior to placing the item on the Council Agenda for final approval. **5)** The City of San Antonio will no longer place files on hold indefinitely. Inactive files will be closed and the application fee will be retained by the City if deadlines are not met. These applications shall be considered null and void.

Owner Signature

PLEASE SUBMIT COMPLETED APPLICATION AND CHECK OR MONEY ORDER FOR THE PROCESSING FEE
(NON-REFUNDABLE) MADE PAYABLE TO THE CITY OF SAN ANTONIO. FEE SCHEDULE IS AS FOLLOWS:

\$500.00 PERMIT (MINOR ENCROACHMENTS)
\$1,300.00 RIGHT OF WAY CLOSURE
\$1,300.00 PURCHASE OF SURPLUS PROPERTY

Return to: Real Estate Manager, Public Works Department, P. O. Box 839966, San Antonio, TX 78283
Physical address: Municipal Plaza Bldg., 114 W. Commerce St., 8th Floor, Room 801



PETITION

ABUTTING PROPERTY OWNERS *(REQUIRED FOR CLOSURE OF PUBLIC RIGHT OF WAY ONLY)*

ADDRESS: _____

NCB _____ BLK _____ LOT _____

OWNER(S): _____

PRINT NAME: _____

SIGNATURE(S): _____

By signing this petition, the above signed abutting property owner agrees to the closure, vacation, and abandonment of certain Public Right of Way as requested by the petitioner. However, this agreement is not a quitclaim of any entitlement that the abutting property owner may have in the Public Right of Way.

ADDRESS: _____

NCB _____ BLK _____ LOT _____

OWNER(S): _____

PRINT NAME: _____

SIGNATURE(S): _____

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ADDRESS: _____

NCB _____ BLK _____ LOT _____

OWNER(S): _____

PRINT NAME: _____

SIGNATURE(S): _____

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PRINT NAME: _____

SIGNATURE(S): _____

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*** SUBMIT ORIGINAL DOCUMENT ONLY. COPIES WILL NOT BE ACCEPTED. ***